

Career Development
How to Write a Proper Thank You Note or Email

***If you are making a hand-written thank you note, write in black or blue pen, using your best handwriting and grammar.**

Suggestions	Examples
Start with the date	in the upper right corner
Include a salutation	Dear Mr. Jones,
Express your gratitude right away	Thank you so much for meeting with me
State why you had meet with this person	to discuss the available (job title) position
The company the interview was with	with (company name)
When you met	on Monday, January 31 st at 11:00 am.
Express pleasure in having interview	I am glad we were able to discuss the position in more detail and I was able to share with you my knowledge and experience in (job area).
Reinforce why you are the right person for the job	I believe I can be a valuable asset to your company because I bring (state 2-3 skills from resume) to the table.
Offer further information	If you have any questions, please feel free to contact me at (phone number or email or both).
Reinforce future contact	I look forward to hearing from you soon.
Express gratitude again	Thank you again for your time.
End with regards	Sincerely, First and last name

Dear Mr. Jones,

Thank you so much for meeting with me to discuss the available Electrician's helper position at Skanska on Monday, January 31st. I am glad we were able to discuss the position in more detail and I was able to share with you my knowledge and experience in the electricity field. I believe I can be a valuable asset to your company because I bring skills in construction safety and excellent manual dexterity to the table. If you have any questions, please feel free to contact me at (555) 555-5555 or by email at ksmith12@yahoo.com. I look forward to hearing from you soon. Thank you again for your time.

**Sincerely,
Kris Smith**